



## City of Torrance, Community Development Department

Jeffery W. Gibson, Director

3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5990 Fax (310) 618-5829

# Seasonal Sales Permit Application (Vacant Lots Only)

**Pursuant to Article 2, Section 92.2.9 of Chapter 2 of Division 9 of the Torrance Municipal Code**

### FILING FEE

The filing fee is \$219.00. Make checks payable to "City of Torrance."

### APPLICATION & PLOT PLAN

The completed application form and a dimensioned plot plan indicating the following information is required at the time of filing:

- ☐ Location and dimensions of property lines in relation to adjacent public streets.
- ☐ Location and dimensions of all sales and storage areas, public activity areas, fenced areas, incidental activity areas, and distances between tree displays, parking areas and temporary structures as required by the Fire Department.
- ☐ Location of temporary buildings, trailers, tents, electrical or mechanical equipment, trash receptacles, and signs.
- ☐ Location of required safety devices such as portable fire extinguishers, no smoking signs, and emergency exits.
- ☐ Location, layout and dimensions of driveways and parking spaces.
- ☐ If petting zoo/pony rides are involved, location of animal quarters, numbers/types of animals and veterinarian health clearances for each animal.

### PERMIT ISSUANCE

If all the requirements of Section 92.2.9 are satisfied, the Community Development Director will issue a Seasonal Sales Permit within ten (10) days of the filing of the application. If a permit is not issued, the Community Development Director will notify the applicant in writing. The notice will set forth the Community Development Director's reasons for denial and the procedures for an appeal of the Community Development Director's determination.

### STANDARDS AND REQUIREMENTS

The proposed pumpkin or Christmas tree sales lot must comply with the standards and criteria as listed in Article 2, Section 92.2.9 of Chapter 2 of Division 9 of the Torrance Municipal Code. A copy of this information is available upon request.

### APPEAL PROCESS

Pursuant to Section 92.30.11 of Article 30, Chapter 2 of Division 9 of the Torrance Municipal Code, the determination of the Community Development Director may be appealed to the Planning Commission by the proponent or any person who may be damaged by said determination. Such appeal will be made in writing to the Planning Commission within fifteen (15) calendar days of the determination of the Community Development Director. Notice of the time and place of the appeal hearing will be made to the proponent and any person appealing.

### BUSINESS LICENSE AND OTHER PERMITS

After approval of a Seasonal Sales Permit, the following permits must be obtained before opening to the public:

- ☐ A Business license from the Revenue Division of the Finance Department;
- ☐ Permits from the Building and Safety Division for temporary power and/or structures;
- ☐ Permits from the Fire Department for tents, canopies, and sales of Christmas trees;
- ☐ A permit from the Environmental Division for signage.

\* **Note:** Proof of a Seasonal Sales Permit is required prior to obtaining a business license or other required permits.



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## Seasonal Sales Permit Application (Vacant Lots Only)

Parts I, II, and III to be completed by the Applicant. Please print or type.

### I. APPLICANT INFORMATION/PROPOSED SALES LOCATION

|                               |      |                      |          |
|-------------------------------|------|----------------------|----------|
| Name of Applicant             |      | Contact Phone Number |          |
| Mailing Address               | City | State                | Zip Code |
| Sales Lot Address or Location |      |                      | Zip Code |

### II. SALES AND SITE INFORMATION

Check type of approval requested (Pumpkin and Christmas tree lots on the same location will be processed with one application and one fee):

☐ Pumpkin Sales Lot

☐ Christmas Tree Sales Lot

Check incidental activity if proposed:

☐ Small Animal Petting Zoo

☐ Pony Ride (Allowed at a pumpkin lot only)

Date(s) and time of operation:

|          |             |     |
|----------|-------------|-----|
| Date(s): | Pumpkin Lot |     |
|          | From:       | To: |

|        |             |     |
|--------|-------------|-----|
| Hours: | Pumpkin Lot |     |
|        | From:       | To: |

|          |                    |     |
|----------|--------------------|-----|
| Date(s): | Christmas Tree Lot |     |
|          | From:              | To: |

|        |                    |     |
|--------|--------------------|-----|
| Hours: | Christmas Tree Lot |     |
|        | From:              | To: |

Site information\* (inclusive of all activities on the site, including animals and ponies):

|   |                                   |   |   |  |
|---|-----------------------------------|---|---|--|
| Zone  | Site Area**                       | Total Display & Storage Areas**<br>(sales lot & incidental use) | Number of Parking Spaces (all activities) |  |
| <b>A. Sales area information:</b>                                     |                                   |   |   |  |
|   | Size of Display & Storage Areas** |   | Number of Parking Spaces (sales only)     |  |
| <b>B. Small animal petting zoo:</b>                                   |                                   |   |   |  |
|   | Display & Storage Area**          | Total Number of Animals   | Range of Weight of Animals                | Number of Parking Spaces (petting zoo) |
| List Types and Numbers of the Animals                                 |                                   |   |   |  |
| Name of Person On-Site Responsible for the Care of the Animals        |                                   |   |   | CA DL/ID No.                           |
| <b>C. Pony ride:</b>  |                                   |   |   |  |
|   | Display & Storage Area**          | Number of Ponies Used for the Ride                              | Total Number of Ponies On-Site            | Number of Parking Spaces (pony ride)   |
| Name of Person On-Site Responsible for the Operation of the Pony Ride |                                   |   |   | CA DL/ID No.                           |

**Note:** \* The occupied areas, and parking spaces listed in Items A, B, and C need to add up to the totals provided in "Site Information."

\*\* Indicate all area totals in square feet.

### III. STANDARDS AND REQUIREMENTS

**By signing this application form, I as the business owner and/or the property owner, hereby acknowledge that I have read and agree to comply with all applicable City standards regulating the proposed temporary use(s) and the following conditions of approval for the proposed temporary use(s) :**

- a) No person will conduct sales of pumpkins and/or Christmas trees on any vacant property without first obtaining a Seasonal Sales Permit issued from the Community Development Director.
- b) No Seasonal Sales Permit will be issued by the Community Development Director prior to September 1<sup>st</sup> for any pumpkin sales lot and November 1<sup>st</sup> for any Christmas tree sales lot.
- c) The proposed sales lot is located on a vacant property zoned for commercial or manufacturing use.
- d) The proposed sales lot operation is conducted between the hours of 9:00 a.m. to 10:00 p.m. daily.
- e) Site preparation and set up for the sales lot will not commence prior to September 20<sup>th</sup> for a pumpkin sales lot, and November 15<sup>th</sup> for a Christmas tree sales lot.
- f) A pumpkin lot sales operation will begin no earlier than October 10<sup>th</sup> and end no later than October 31<sup>st</sup>.
- g) A Christmas tree lot sales operation will begin no earlier than December 1<sup>st</sup> and end no later than December 25<sup>th</sup>.
- h) Clean up of a pumpkin sales lot shall be completed by the November 10<sup>th</sup> that immediately follows the last approved operating date for the sales lot.
- i) Clean up of a Christmas tree sales lot will be completed by the January 5<sup>th</sup> that immediately follows the last approved operating date for the sales lot.
- j) Clean-up requirement may be waived during the transition time period between the last effective sales date for a pumpkin sales lot and the first effective sales date for a Christmas tree sale lot only if the applicant has received separate permits for operating both sales lots on the same property during the same calendar year and will be subject to the requirements of subsection e) 7) of this Section 92.2.9.
- k) The proposed sales lot will not adversely disrupt traffic in the vicinity as determined by consideration of the location and design of on-site driveways, on-site parking and circulation, and on-site lighting and traffic signage.
- l) One parking space be provided for every 1,500 square feet of display and public activity areas.
- m) The proposed sales lot will not be materially detrimental to the public welfare or to the property of other persons located in the vicinity.
- n) If a petting zoo or pony ride is proposed as an incidental activity, its operation will conform to the standards and requirements of Subsection 92.2.9 e) and all other applicable requirements as stated herein.
- o) No other activity, other than the sales of pumpkins or Christmas trees, as defined in Sections 91.2.163 and 91.2.164 respectively, or a small animal petting zoo and/or a pony ride, as defined Sections 91.2.167 and 91.2.168 respectively, will be conducted.
- p) There will be no amplified sound, as defined in Section 46.5.3 of Article 5 of Chapter 6 of Division 4.
- q) There will be no vending machines on-site.
- r) One (1) small animal petting zoo and/or one (1) pony ride, as defined in Sections 91.2.167 and 91.2.168, may be permitted as an incidental use to the primary use of a pumpkin and/or a Christmas tree sales lot. Small animal petting zoos may be allowed in association with both a pumpkin and a Christmas tree sales lot, whereas a pony ride may be allowed only in association with a pumpkin sales lot. The operation of a small animal petting zoo and/or a pony ride may be approved if in the judgement of the Community Development Director the use will conform with the following:
  - 1) A Seasonal Sales Permit is obtained from the Community Development Director for the primary sales lot.
  - 2) The total area occupied by the proposed incidental uses, will not exceed ten percent of the total sales lot display area.
  - 3) One additional parking space is provided for every 100 square feet of area occupied by the incidental uses and animal storage area.
  - 4) The incidental uses and/or any animal pens are located at a maximum distance away from residential uses.
  - 5) All applicable City and County licensing, health permit, and inspection requirements will be satisfied.
  - 6) The applicant has submitted to the License Supervisor a policy of insurance naming the City of Torrance and all elected and appointed officers and employees as additional assured when acting in their official capacity, in the amount of \$1,000,000.
  - 7) Animals will not be brought on-site prior to one day before and will be removed from the site one day after the specified approved public sales dates.
  - 8) A person responsible for the care of and the regular maintenance of the animals on-site will be present at all times during the period that the animals are present and this person will have appropriate identification when acting in this capacity.
  - 9) A report from a licensed Doctor of Veterinary medicine certifying that all animals on the site are healthy and appropriate for public viewing and/or interaction must be provided to the Torrance Police Department, Animal Control and the Community Development Director by noon each Monday as long as the animals are on-site. All costs associated with this requirement will be the responsibility of the applicant.

- 10) Any animals found to be ill or inappropriate for public interaction will be isolated immediately and will be removed from the site within eight hours of notification by the Torrance Police Department, Animal Control. All animal waste will be quickly and appropriately disposed of in an enclosed container, and no waste will be disposed of adjacent to either residential or commercial uses.
- s) The Community Development Director may impose additional conditions on the approval of the Seasonal Sales Permit to insure the preservation of the public peace, safety, health, and general welfare.
- t) Any violations of Section 92.2.9, other applicable Sections of the Torrance Municipal Code and/or conditions of approval may result in enforcement actions, immediate suspension of the issued Seasonal Sales Permit and the denial of an application for such future sales permits by the operator and/or the property owner.

| PROPERTY OWNER               |                  | APPLICANT               |                        |
|------------------------------|------------------|-------------------------|------------------------|
| Print Name of Property Owner |                  | Print Name of Applicant |                        |
| Mailing Address              | City, State, Zip | Mailing Address         | City, State, Zip       |
| Contact Phone Number         |                  | Contact Phone Number    | Emergency Phone Number |
| Signature                    | Date             | Signature               | Date                   |

#### IV. FOR CITY USE ONLY – DO NOT WRITE BELOW THIS LINE

☐ Plot Plan Attached    ☐ Other Information Attached: \_\_\_\_\_

|                      |                    |            |              |
|----------------------|--------------------|------------|--------------|
| Application/Case No. | Date of Acceptance | Fee Amount | Accepted By: |
|----------------------|--------------------|------------|--------------|

**Fire**                      ☐ Approved    ☐ Denied    ☐ See Remarks    By: \_\_\_\_\_ Date: \_\_\_\_\_

**Building**                      ☐ Approved    ☐ Denied    ☐ See Remarks    By: \_\_\_\_\_ Date: \_\_\_\_\_

**Environmental**                      ☐ Approved    ☐ Denied    ☐ See Remarks    By: \_\_\_\_\_ Date: \_\_\_\_\_

**Police**                      ☐ Approved    ☐ Denied    ☐ See Remarks    By: \_\_\_\_\_ Date: \_\_\_\_\_

| REMARKS<br>Please log comments in Permit Plan |  |
|---|--|
| Fire  |  |
|   |  |
|   |  |
| Building                                      |  |
|   |  |
|   |  |
| Environmental                                 |  |
|   |  |
|   |  |
| Police  |  |
|   |  |
|   |  |

**STAFF ASSESSMENT AND RECOMMENDATION (COMMUNITY DEVELOPMENT DEPARTMENT)**

- ☐ The applicant has satisfied all the standards and requirements of the Permit. Therefore staff recommends approval of the Seasonal Sales Permit subject to the Standards and Requirements contained in Section III of this approval.
- ☐ The application does not meet the standards and requirements for issuance of a Seasonal Sales Permit and therefore staff recommends denial. The following standards/requirements were not met:

[illegible]

|                            |       |
|----------------------------|-------|
| <b>Assessment Made By:</b> |       |
| Name                       | Title |
| <b>Recommended By:</b>     |       |
| Name                       | Title |

**COMMUNITY DEVELOPMENT DIRECTOR APPROVAL**

**This request for a Seasonal Sales Permit is:**

☐ Approved    ☐ Denied    Seasonal Sales Permit Number: \_\_\_\_\_

**Jeffery W. Gibson**  
**Community Development Director**

Date: \_\_\_\_\_

Decisions by the Community Development Director are appealable to the Planning Commission within fifteen (15) calendar days following the above date of approval or denial.